HOW TO SHARE YOUR CALENDAR

Review the permissions on your calendar simply by right clicking on the Calendar, click on Properties at the bottom,



Click on the Permissions Tab, click Add,

Seneral	Home Page	AutoArchive	Permissions	Synchroniz	
Name Permission Lev		ermission Level	vel		
Defaul	t R	ree/Busy time			
Anony AgEcol	mous N IT R	one eviewer			
Permis	Add	Ren	no <u>v</u> e	roperties	
Permis	sion Level:	Free/Busy time		•	
Read			Write		
None			Create items		
Free/Busy time			Create subfolders		
Free/Busy time, subject, location			Edi <u>t</u> own		
⊚ F	ull Details		E cur ai		
Ot	her Free/Busy				
Delete items			Other		
(None			Eolder owner		
0			Folder contact		
0	wn		Folder co	ntact	

Change Address Book to All Groups and select the User or Group,

	Go All Groups - spryor	@tamu.edu - Ad <u>v</u> a	nced Find
Name	Title	Business Phone	Loca
🚳 AE-AdminStaff			
🕵 AE-CROPMRKT			
🚳 AE-EXTAH			
S AE-Faculty			
S AE-GradOffice			
S AE-GradStudent			E
M AE-Head Office			
@ ΔF-Staff			
R AF-SW			
AE-TEPAP			
😹 AE-Undergraduate			
🚮 AFPC			
Source CS			
S AgEcoDept			
S AgecoEPS			-
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with the Group highlight select the appropriate permissions under the "Read" Full Details and under "Write" section set permissions to Create Items.

Click OK, then click on File and Exit to update with changes and reopen Outlook.